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|  | Agency Name | Department of Children and Family Services (DCFS) |
| | Chapter No./Name | DCFS Policy Manual |
| | Part No./Name | 4/Human Resources |
| | Section No./Name | 4-06/Student Employees |
| | Document No./Name | 4-06/Student Employees |
| | Effective Date | 06/04/2012 |

I. STATEMENT OF POLICY

It is the policy of the Department of Children and Family Services that the appointment of student employees throughout all offices of the department shall be in accordance with the Civil Service Law [Louisiana State Constitutional [Article X, Part I, Section 2, \(B\)\(9\)](#)]. These students must be 15 years of age or older. The objectives of this policy are as follows:


- Employ and use students to supplement and enhance the regular work force of this department.
- Employ students within the local communities to enhance recruitment efforts and provide exposure to our programs to give greater understanding of the department.
- Provide students with new experiences and opportunities for growth by learning new skills and developing good work habits.

It is required by law that the employers of minors keep conspicuously posted at the place of employment the [Louisiana Minor Labor Law Placard](#). The Placard must be posted in an accessible and conspicuous area within each facility. The Placard may be obtained from the [Louisiana Workforce Commission](#).

Exceptions to this policy may be made by the Secretary or Undersecretary.


II. PROCEDURES

- A.** To employ a student worker, the hiring manager must submit the appropriate agency [Request to Fill Position Form \(HR-1\)](#) through his/her chain of command to the appointing authority. The form shall include the following:
- Identification of area that would utilize student, necessity for employing student, anticipated hours per pay period, anticipated salary and, if applicable, justification for salary above minimum.
 - Identification of special requirements or skills needed (i.e., age, typing skills, education curricula, driver's license, etc.).
 - Identification of recruitment source for filling student positions.
- B.** Applicants for student employment shall:
1. Submit an [Application for Student Employment \(SF 10D\)](#) that is signed and verified by an authorized official at his or her school's enrollment or equivalent office. Student employees shall submit a new application within three weeks

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after the start of each fall and spring semester. The Application for Student Employment may be obtained from the Department of Civil Service's website at <http://www.civilservice.la.gov/Forms/studentapplication.doc>

2. A student applicant or current student employee who is under the age of 18 shall, as part of the certification or recertification process, obtain an [Intention to Employ Minors Under 18 Form \(OL-C-41\)](#) from the [Louisiana Workforce Commission](#). The form must be signed by the student's parent or legal guardian, and it must be filled out and signed by an agency representative. The student must then present the form to his or her Guidance Counselor or other school official who is authorized to issue an [Employment Certificate](#). The student will then obtain a completed and endorsed Employment Certificate from the school official and submit to the hiring manager with his or her Application for Student Employment. Each office employing minors under the age of 18 shall also keep on file a copy of the employment certificate for each minor.
3. Student applicants and previously employed student employees with a break in service must undergo and pass a drug screen as part of the certification or recertification process.
4. A student who is a "bona fide student" in the spring semester and plans to be a "bona fide student" in the fall semester is not required to attend summer school in order to work during the summer. Applicants who fail to satisfy the definition shall not be employed, and current student employees who fail to satisfy the definition shall be immediately removed from student appointment status. The hiring managers and/or the Human Resources Section shall review each student employee's (Application for Student Employment) in order to determine if the definition ([Civil Service Rule Definition 1.5.1](#), of "Bona fide student" is satisfied.
5. Students may work full-time or part-time depending on the need in the particular office and the student's schedule. It shall be the responsibility of each student's immediate supervisor to see that the student signs in and signs out each day on a time sheet kept by the supervisor. The hours worked by the student must be certified by the supervisor before the payroll is prepared each pay period.
6. If a student works fewer than 40 hours in a work week but is required to work on a holiday or on a weekend, he/she shall be paid at the student's hourly rate and only for the number of hours that work was actually performed. If a student works more than 40 hours per week, he/she must be paid in accordance with the Fair Labor Standards Act and [DCFS Policy 4-15/Overtime Compensation](#).

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7. Proof of selective service registration is required for all males between the ages of 18 through 25. Registration may be accomplished by visiting the [Selective Service System](#)


C. Students may be placed in the following types of appointment:

1. *Unclassified student appointment* - Students placed in this type of appointment must be bona fide full-time students as defined by Civil Service Rule Definition 1.5.1.
2. *Job appointments* - If a student is considered for a job appointment, there must be a bona fide position, (classified) and the student must meet the minimum qualification requirements and the hiring method as prescribed by Civil Service for the applicable position job title.
3. *Restricted appointment* - It will not be considered normal procedure to employ students on a restricted appointment basis. If a true emergency situation exists and other means of filling the position have been exhausted, a student may be hired under a restricted appointment after obtaining the approval of the appointing authority. All other policies and procedures applicable to restricted appointments will apply.

Note: Students employed in classified positions (job appointments and restricted appointments) will be paid in accordance with Civil Service rules and regulations from the appropriate funds under classified - regular salaries. Students on job appointments or restricted appointments will follow all Civil Service rules and regulations and agency policies applicable to these types of appointments.

D. Unclassified Student Appointments Pay:


Student employees shall be paid on an hourly basis, only for those hours actually worked, and in accordance with the rates shown in the following chart. New student employees without relevant work experience or education should generally be paid at the minimum hourly rate, but hiring managers may offer students up to the maximum rate allowed upon approval of the appointing authority when the student's education, experience, skills, value to the agency or market conditions warrant such and provided adequate justification is documented. These maximum rates may only be exceeded with the approval of the Secretary or Undersecretary. Documentation to justify hiring above the minimum rate should be included on or attached to the agency's [Request to Fill Position Form \(HR -1\)](#) and or [Personnel Action Form \(HR -2\)](#). Student pay levels within a unit should be monitored by the unit head in order to insure they are equitable and appropriate. Students employed in unclassified student positions must be paid from the appropriate funds under student labor. Students may also be granted a 4%

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pay adjustment after each year of employment, provided the student's performance merited such.

| Unclassified Student Pay Rates | | |
|---------------------------------------|--|---|
| Academic Classification | Range | Comments |
| High School | Minimum: federal or state minimum wage, whichever is higher (\$7.25) Maximum: AS 603 Quartile 1, based on hiring manager's justification. (\$8.64) | Pay above minimum wage should be justified based on the following: 1. Years of employment 2. Skill level 3. Physical demands or hazards 4. Other market factors |
| Undergraduate | For all college students performing general clerical work: Minimum: AS 605 pay range minimum (\$7.75) Admin Coord 1, no exp/ed required Maximum: AS 605 midpoint, based on hiring manager's justification. (\$12.02) For college juniors and seniors working toward a specialized degree and performing quasi-professional tasks in their field of study: Minimum: AS 609 pay range minimum (\$10.15) Admin Coord 3/more responsible clerical work/2 yrs college qualifies Maximum: AS 609 midpoint, based on hiring manager's justification. (\$15.76) | Pay above minimum rate should be justified based on the following: 1. Years of employment by DCFS 2. Specialized skills/expertise in relation to duties being performed 3. Physical demands or hazards 4. Degree of independence and decision-making required 5. Value of duties being performed |
| Graduate | For performance of professional level tasks in specialized field of study: Minimum: AS 611 pay range minimum; entry prof. level job/degree qualifies (\$11.62) Maximum: AS 611 midpoint, based on hiring manager's justification. (\$18.04) | Pay above minimum rate should be based on the following: 1. Years of employment by DCFS 2. Specialized skills/expertise in relation to duties being performed 3. Physical demands or hazards 4. Degree of independence and decision-making required 5. Value of duties being performed |

NOTE: Salary rates appearing in the chart above are cited for example purposes only to give the reader a visual image of the difference between the varying rates and to reflect pay rates in effect at the time this chart was established. As changes occur to the state/federal minimum wage rates and/or Civil Service classified pay ranges increase, the salary rates appearing in the chart may no

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longer be the value of such wages; instead the prevailing rates for the referenced minimums, quartiles, and maximums will continue to be authorized and will not require revision to this chart.

III. FORMS AND INSTRUCTION

[Application for Student Employment \(SF 10D\)](#)

[Personnel Action Form \(HR -2\).](#)

[Request to Fill Position Form \(HR-1\)](#)

VI. REFERENCES

(Civil Service Rule [Definition 1.5.1.](#) of “Bona fide student

[DCFS Policy 4-15/Overtime Compensation](#)

Department of Civil Service’s website at:

<http://www.civilservice.la.gov/Forms/studentapplication.doc>

[Employment Certificate](#)

Louisiana State Constitutional [Article X, Part I, Section 2, \(B\)\(9\)](#)

[Louisiana Minor Labor Law Placard](#)

[Louisiana Workforce Commission](#)

[Intention to Employ Minors Under 18 Form \(OL-C-41\)](#)

[Selective Service System](#)